

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE:	August 11, 2003
POSITION:	DOCKET TRAINING SPECIALIST
LOCATION:	500 Pearl Street New York, New York
CLASS LEVEL:	UP TO CL-26
SALARY:	\$45,648 (Depending on Qualifications/Experience)
CLOSING DATE:	Open Until Filled
VACANCY NO.:	03-24

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

DUTIES AND RESPONSIBILITIES: The incumbent will provide one-on-one and/or group ICMS and CM/ECF computer related training to docketing staff on matters relating to criminal, civil, and case opening docketing, and statistical reporting. Docketing delineates the official case events summary on the docket form from opening to final deposition of a civil or criminal case conforming to established court rules and procedures. The main duties include training staff on all aspects of docketing; reviewing the work of those trained, assessing future training needs; working closely with computer systems staff on related training needs; and performing other duties as assigned.

REQUIRED QUALIFICATIONS: To be considered for this position, high school graduation, or equivalent, two years of general experience, and one year of specialized experience is required. To qualify for the full range CL-26 level, an additional two years of specialized experience is required. **Mandatory requirements are familiarity with ICMS and Civil/Criminal docketing. Desirable qualifications are familiarity with training protocols, use of audio/visual equipment, strong interpersonal, organizational, oral and written communication skills. Applicants must be able to type at least 35 w.p.m. Knowledge of legal terminology, and working in a Windows, Lotus Notes and E-Mail environment are highly desirable qualifications.**

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible experience requiring the regular and recurring application of case management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulation, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, and a cover letter. The covering letter should indicate the position that you are applying for, and identify how your education and/or experience relate to the duties and responsibilities of the position. **Resumes without the cover letter addressing the qualifications will not be considered.**

PLEASE SUBMIT YOUR RESUME AND COVERING LETTER TO:

***U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
AT.: PERSONNEL, ROOM 310***

THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK

APPLICANTS MUST BE UNITED STATES CITIZENS